



The Community

Frederick's growing population of approximately 8,500 residents enjoys a community that has a rich heritage and a bright future.



When it was incorporated in 1907, the Town of Frederick included only a few hundred residents associated with the local coal mines. However, over the past several years with its proximity to the Denver metro area and other population, employment, and education centers, Frederick

has experienced dynamic growth. It is projected that this growth will continue. The community's comprehensive plan anticipates that at full build-out within 30 years, Frederick's population will swell to between 60 to 80 thousand residents.

The Town of Frederick contains 645 acres of town-owned parks and recreational open spaces; 69.8 miles of roadways; over 3,000 utility customers with water, electric, solid waste and recycling, and stormwater drainage accounts; 13 square miles of annexed land area; and 26 total square miles within its comprehensive planning area. While much of the Town's population commutes to various occupations in the Boulder and Denver areas, Frederick boasts a diverse, solid, and growing mix of its own employers with over 2,000 primary jobs in areas such as biomedical, building materials, renewable energy, healthcare, manufacturing, education, automotive, retail, and professional services.



The Town has a relatively young, family-oriented population with an average resident age of 31 years and an average household size of 2.9. While the intense acceleration of growth within the community has slowed recently as a result of the global economic recession, Frederick continues to process development proposals and dozens of permits for new homes and businesses. This growth and development continues to demand a nimble and professional municipal organization that can respond proactively to the expectations of the community.

The Organization

The Town of Frederick operates under the council-manager form of government, which provides for a professional executive appointed by and responsible to the elected Town Board of Trustees. Derek Todd was appointed as the Town Administrator in 2005 and oversees a staff of approximately 50 employees within five departments including Administrative Services, Engineering, Planning, Police, and Public Works. The Town has a total budget of roughly \$40 million that is divided into 17 funds. The general fund makes up \$4.9 million of that amount and supports the general operations of the organization. Because of the dynamic nature of the growing community, the organization has also evolved over the past several years to reflect the professional management style that is expected by Frederick's current residents and businesses. To explore the organization further, please visit the Town's website at www.frederickco.gov.



The Position

The Community Relations Specialist is a new position that has been developed as part of a recent re-organization meant to increase operational and position-specific efficiencies within the organization. Reporting directly to the Town Administrator, this position is responsible for a variety of community and public relations duties, including writing and developing marketing communications materials such as articles, news releases, brochures, fliers, posters, electronic presentations, display boards, and newsletters; community event planning; assisting with the maintenance of the Town's website; media interactions; videography and production of content for the Town's soon-to-be-available cable channel; and planning public information strategies and information dissemination to notify local and regional residents and other stakeholders of Town activities and information.



The Community Relations Specialist will be responsible for not only functioning as the organization's Public Information Officer, but will also coordinate several of the Town's public events including the Holiday Tree Lighting and Festival of Lights, the Annual Art Show, and the Town's premier event, the Annual Miners Memorial Day Celebration which encompasses several elements, including a hot air balloon rally, a growing parade, food and exhibitor booths, a full



day of live musical entertainment, competitive contests for kids and adults, various ancillary activities related to the groups participating in the events, and an amazing fireworks show to close out the celebration. Additionally, the Community Relations Specialist will act as the staff liaison to several of the advisory commissions that are appointed by the Board of Trustees from among the Town's residents, including

"Art in Public Places", "Cultural and Performing Arts", "Miners Memorial Day", and "Historic Preservation". This position will also have the opportunity of serving with the organization's management team and working closely with the elected officials as well as several community volunteers. As such, the successful candidate will have the ability to communicate with excellence orally, visually, and in writing.

The chosen candidate will be creative and intuitive with proven experience as a high-energy humble contributor to the success of the organization and the community. The individual selected must also possess the highest integrity and ethical standards with political sophistication and the ability

to think quickly and innovatively even in crisis situations. Additionally, the successful candidate will value and espouse flexible and collaborative internal and external customer service abilities and have the skill to effectively handle conflict with



courteousness and composure. It is also essential for the Community Relations Specialist to be very familiar with the best practices of public communications and event planning and have a strong work ethic. This position will also require an individual that is experienced in interacting successfully with a broad range of personality types and in assisting the organization to operate at an optimum level of performance.

Position Requirements

It is expected that the individual selected for this position will have three to five years of proven ability in managing public relations efforts and community events in a municipal organization of

moderate size and complexity. A Bachelor's degree in public relations, communications, marketing, journalism, or closely related field is also a requirement of this position. Experience with desktop publishing, graphics and videography software programs, and web design is strongly preferred.



Compensation

The current annual salary range for this position is \$48,170 to \$57,803, with a starting rate of up to \$52,986, depending upon the qualifications of the selected individual. The Town also offers competitive employee benefits including:

- 4% match in a 457 deferred compensation plan
- Insurance coverage for employee and dependents, including medical, dental, and vision
- Employee life insurance
- 12 paid holidays
- Vacation and sick leave

Recruitment Process

To apply for this career opportunity please download an application from the Town's website at www.frederickco.gov and send it in along with your, resume, and cover letter to the "Town of Frederick Human Resources Division" using any of the following three methods :

- Email: bostler@frederickco.gov
- Fax: 720-382-5520
- Mail: PO Box 435, Frederick, Colorado 80530-0435

All applications must be received **no later than March 19, 2010, at 5:00 PM**. If you have any questions, please do not hesitate to contact the Town of Frederick Human Resources Division directly at 720-382-5552.

Search Schedule

- Application filing deadline: March 19, 2010
- Application screening: March 22-26, 2010
- Final Interview Process: April 9, 2010

These dates have been confirmed and it is recommended that you plan your calendar accordingly.